



**NORTHWEST TERRITORIES & NUNAVUT
CONSTRUCTION ASSOCIATION**

2019

MEMBER BENEFITS PACKAGE

PROCUREMENT

FIND MORE OPPORTUNITIES

As an NNCA member, you have access to the largest collection of construction bidding opportunities in northern Canada, compiled from dozens of tendering websites and delivered to your inbox twice a week. You can also browse projects open for bidding and download tender documents straight from the NNCA's online planroom.

NETWORKING

REACH NEW CLIENTS

Through our newsletter we help NNCA members stay on top of upcoming events like our annual golf tournament and curling bonspiel, Industry Days, conferences, and any other events relevant to construction in the North. NNCA members also receive a free directory listing on our website and in our annual print magazine, *Construction North of 60*, which we distribute to industry associations across Canada so that decision makers looking to hire in the North know what you can offer and where to find you.

ADVOCACY

ADVANCE THE INDUSTRY

The NNCA puts out regular calls for feedback on upcoming changes to laws and regulations impacting the construction industry in the Northwest Territories & Nunavut. We also voice the concerns of our members to all levels of government, and work towards productive solutions on issues including prompt payment, the apprenticeship system and access to skilled workers.

EDUCATION

LEARN AND GROW

NNCA members receive discounts on BuildForce online courses covering topics including safety, management, and mentoring apprentices. We also administer the Gold Seal Certification program – a national certification developed by industry, for industry to recognize construction management professionals who meet the highest standards of industry knowledge, experience, education and training. We also partner with other northern organizations to deliver workshop training for in-demand skills.

2019 NNCA MEMBER DISCOUNTS

	<p>Mark's offers discounts to NNCA members on selected items. Contact info@nnca.ca to request one or more discount cards.</p>
	<p>Kopykat North offers NNCA Members a discount on printing blueprints. Visit www.kopykatnorth.com or call 867-920-2408 for more details.</p>
	<p>NNCA members receive 10% off at signed. Visit www.signedyk.com or call 867-920-0770 for more details.</p>
	<p>Choice Hotels offers NNCA members discounts of up to 20%. Discount codes are published in the NNCA newsletter.</p>
	<p>Samantha Stuart Photography offers a 10% discount to all NNCA members. Services include headshots, special event coverage, maternity & newborn packages.</p> <p>Call 867-446-3503 or visit www.samanthastuartphotography.com for details.</p>
	<p>NNCA members enjoy savings of up to 25% when renting a vehicle from participating Budget locations. Discount codes are published in the NNCA newsletter.</p>
	<p>NNCA members 10% off on all Canarctic Graphics products and services. Visit www.canarcticgraphics.com or call 867-873-5924 for more details.</p>

2019 BUILDFORCE ONLINE COURSES

The BuildForce courses listed below are available to all NNCA members at discounted rates. Courses can be completed online at your own pace. Contact info@nnca.ca to request detailed fact sheets on each course, or to purchase access to a course.

Applying Essential Skills in the Classroom

\$150 for members / \$300 for non-members

This course will help instructors gain an understanding of the Essential Skills levels and how they apply to the Reading, Document Use and Numeracy skills of apprentices. Activities provide instructional ideas on how to address skills gaps and improve the ability of apprentices to succeed at technical training.

Communication, Negotiation and Conflict Resolution

\$150 for members / \$300 for non-members

This course has been designed to help improve written, oral and negotiating skills within the construction industry.

Confined Spaces Safety Awareness

\$100 for members / \$200 for non-members

Confined spaces can be hazardous if not approached with an understanding of how to prepare for entry, how to enter and work safely, and what to do if an incidence occurs. This course will introduce you to the types of confined spaces and the associated hazards. You will learn about the activities within a confined space, and codes of practice. Different types of hazard controls are presented including engineering, administrative, and protective equipment.

Construction Industry Ethics

\$200 for members / \$400 for non-members

The Construction Industry Ethics course has been designed to help you understand ethics as it relates to the construction industry through practical examples of ethical decision making. The course contains interactive elements, case studies, practical examples, videos, and a course glossary.

Construction Law

\$150 for members / \$300 for non-members

This course is designed to teach and familiarize owners, managers, supervisors and project managers with construction contracts and contract law; liabilities and responsibilities of all parties to a Contract, compiling and submitting proper extras and claims, and ways and means for leaders to avoid conflict with contracts, owners, trades, and labour.

Construction Project Management

\$150 for members / \$300 for non-members

This course has been designed to help managers administer projects from start to finish.

Developing Worksheets for Technical Training

\$150 for members / \$300 for non-members

This course will show instructors how to build worksheets to optimize learning opportunities for apprentices. Instructional ideas include how to use examples and answer steps to teach apprentices strategies for solving numeracy problems, and how to teach apprentices about document structure so they understand how to locate information in drawings, tables, and diagrams. Worksheets designed by instructors from various construction trades are included as examples.

First Level Supervisor Training Program

\$400 for members / \$800 for non-members

Strong supervision skills are key to any construction project. This comprehensive online training program offers the critical skills and concepts needed to supervise a work team in the residential and non-residential construction sectors. The course uses scenarios, videos, quizzes and tests to reinforce the learning.

Introduction to Building Information Modeling

\$150 for members / \$300 for non-members

As Building Information Modeling (BIM) is adopted by more and more companies in the construction industry, its usefulness has expanded beyond the original design phase activities. This course positions BIM in the context of all phases of construction illustrating how to maximize BIM as a tool for the entire construction team. You will see how BIM fits into the construction workflow. It introduces the BIM philosophy in design, bidding, construction, commissioning, delivery, and as-built stages of construction.

Introduction to Construction Estimating

\$150 for members / \$300 for non-members

To ensure project success, contractors must be able to provide accurate and professional estimates of costing and materials. This online training course will provide learners with skills and knowledge related to estimating practices, and help them understand the importance of estimates as one of the key first steps in any construction job. The lesson modules cover a wide range of topics, with interactive activities based on real-life field situations to help reinforce the lessons.

Pipeline Construction Safety Training

\$100 for members / \$200 for non-members

This course has been designed to help the pipeline worker know how to respond to worksite health and safety issues by taking the worker through the entire pipeline construction process from beginning to end.

Working in a Respectful and Inclusive Workplace

\$150 for members / \$300 for non-members

The Canadian construction and maintenance industry is committed to building respectful and inclusive workplaces. Our goal is to enhance your toolkit of career skills and equip you to be successful and participate in creating a respectful and inclusive workplace. This course looks at how a respectful and inclusive workplace can benefit everyone by eliminating discrimination and harassment, and how everyone can create respect through inclusive communication, teamwork, and mentorship. This course uses interactive elements, scenarios, videos, and quizzes to reinforce the learning.

CONSTRUCTION CONTRACTS & GUIDES

The NNCA acts as a document outlet for the Canadian Construction Association (CCA) and the Canadian Construction Documents Committee (CCDC). The documents listed below can help you simplify the way you conduct business and save time and money with standard contract documents that are up-to-date, easy to understand and familiar to all parties.

The NNCA distributes the documents below to members only. Contact info@nnca.ca for pricing information, more detailed descriptions, or to place an order for a document.

CONTRACTS

CCDC 2 -2008 Stipulated Price Contract

A standard prime contract between Owner and prime Contractor that establishes a single, pre-determined fixed price, or lump sum, regardless of the Contractor's actual costs.

CCDC 2MA – 2016 Master Agreement between Owner and Contractor

Developed to meet the needs of Owners with an on-going construction or maintenance program: to enter into specific work arrangements quickly and easily, without having to review and re-negotiate general terms and conditions for each work order. The Master Agreement is a contract form between Owner and Contractor that is applicable for a defined period of time and is intended to establish contractual terms and conditions (excluding scope, time and cost) for multiple projects during that time period. Each project will be ordered by means of Work Authorizations, that define the project specific requirements like scope, price, time.

CCDC 3 – 2016 Cost Plus Contract

A standard prime contract between Owner and prime Contractor to perform the required work on an actual-cost basis, plus a percentage or fixed fee which is applied to actual costs.

CCDC 4 – 2011 Unit Price Contract

A standard prime contract between Owner and prime Contractor to perform the required work for a pre-determined, fixed amount for each specified unit of work performed. The total price is determined by multiplying the unit price by the actual, measured quantity of work performed for each specified unit.

CCDC 5A – 2010 Construction Management Contract – for Services

A standard contract between Owner and Construction Manager for which the Work is to be performed by Trade Contractors. The Construction Manager acts as a limited agent of the Owner providing advisory services and administering and overseeing the contracts between the Owner and Trade Contractors.

CCDC 5B – 2010 Construction Management Contract – for Services and Construction

A standard contract between Owner and Construction Manager to provide advisory services during the pre-construction phase and perform the required Work during the construction phase. At the outset, the Work is performed on an actual-cost basis, plus a percentage or fixed fee which is applied to actual costs. The parties may agree to exercise the following options: Guaranteed Maximum Price (GMP), GMP Plus Percentage Cost Savings, and conversion into a Stipulated Price Contract.

CCDC 11 – 2018 Contractor’s Qualification Statement

A standard format for contractors to provide information about their company, capacity, skill, and experience. It includes:

Company information – legal structure, financial reference, contract security reference, insurance reference, health and safety, valuation of construction work projected for current year and the actual value for the past four years.

Qualification and experience of personnel – key office and site personnel proposed for the qualification statement.

Project experience – A list of five relevant projects for each of the following:

- Key construction projects completed in the past five years;
- Comparable construction projects completed;
- Key construction projects underway. For recommended practices on the pre-qualification process refer to CCDC 29 – A Guide to Pre-qualification.

CCDC 12 – 1994 Project Financial Information

A model form to assist the Owner in showing that financial arrangements have been made to fulfill the Owner’s obligations under the contract (e.g. CCDC 2).

CCDC 14 – 2013 Design-Build Stipulated Price Contract

A standard prime contract between the Owner and the Design-Builder where the Design-Builder provides the Design Services and performs the Work under one agreement, for a single, pre-determined stipulated or fixed price.

In addition to the common contract terms and conditions for construction projects, CCDC 14 clearly defines the roles and responsibilities of the contracting parties:

Owner

- Provides project information;
- Makes decisions;
- Interprets the Owner’s Statement of Requirements;
- Reviews and approves Construction Documents;
- Requires inspection or testing of the Work.

Design-Builder

- Controls the Design Services and the Work;
- Reviews Owner’s Statement of Requirements or other project information;
- Develops Construction Documents;
- Engages Consultants, Other Consultants and Subcontractors.

CCDC 14 also identifies and describes the roles of other parties such as the Consultant and Payment Certifier as well as Owner’s Advisor, if any.

CCDC 15 – 2013 Design Services Contract between Design-Builder and Consultant

A standard contract between the Design-Builder and Consultant to perform the Design Services required under a design-build contract between the Owner and Design-Builder.

Based on an approach similar to standard client-consultant contracts (i.e. RAIC Document Six and ACEC 31), CCDC 15 lists all the basic design services that are considered necessary in a design-build contract. These design services are listed in a Schedule, which allows flexibility for the Design-Builder and Consultant to establish the scope of services and compensation method.

CCDC 15 also includes a schedule that lists typical additional design services that the Consultant may be required to provide.

The important terms and conditions addressed in CCDC 15 include:

- Copyright and use of documents;
- Design-Builder's roles and responsibilities in supplying information to the Consultant and reviewing design;
- Consultant's roles and responsibilities in providing Design Services, engaging Subconsultants, and coordinating Other Consultants;
- Design to meet the Construction Budget;
- Limitation of liability for Design Services.

CCDC 17 – 2010 Stipulated Price Contract for Trade Contractors on Construction Management Projects

A standard contract form between Owner and Trade Contractor to perform the Work for a single, pre-determined fixed price, regardless of the Trade Contractor's actual costs. It is specifically for use where the project is performed under the CCDC 5A Construction Management method of contracting.

CCDC 18 – 2001 Civil Works Contract

A standard prime contract between Owner and Contractor for civil works construction, e.g. roads, bridges, dams, underground utilities, etc.

CCDC 30 – 2018 Integrated Project Delivery Contract

Addresses issues specific to integrated project delivery (IPD) projects including scope allocation, payments, changes, conflict management, termination, insurance and contract security, and liability allocation.

The pricing structure is cost plus with a target price. The profits of the design/construction team are identified and allocated to a risk pool that remains at risk subject to the achievement of mutually agreed project objectives. CCDC 30 also outlines the project management structure of an IPD project including the senior management team, project management team and project implementation teams. The roles and responsibilities of the parties are clearly defined in all phases of the IPD process:

- Validation phase;
- Design/procurement phase;
- Construction phase; and
- Warranty phase.

STAUTORY DECLARATIONS

CCDC 9A – 2018 Statutory Declaration of Progress Payment Distribution by Contractor

A sworn statement for use by the Contractor as a condition of receiving payment for either the second and subsequent applications for progress payment or the release of holdback funds.

CCDC 9B – 2018 Statutory Declaration of Progress Payment Distribution by Subcontractor

A sworn statement for use by the Subcontractor as a condition of receiving payment for either the second and subsequent applications for progress payment or the release of holdback funds.

SURETY BONDS

CCDC 220 – 2002 Bid Bond

Standard surety bid bond form guaranteeing the bidder's intention to enter into a formal contract and to provide the specified contract security if the bid is accepted.

CCDC 221 – 2002 Performance Bond

Standard surety performance bond form guaranteeing performance of the contract by the Contractor.

CCDC 222 – 2002 Labour and Material Payment Bond

Standard surety labour and material payment bond form guaranteeing that the Contractor will satisfy all labour and material payment obligations incurred in performing the contract.

GUIDES

CCA 16 – 1992: Guidelines for Determining the Costs Associated with Performing Changes in the Work

A guide outlining a change-order checklist. Includes a model change-order quotation form.

CCA 25 – 2001: Guide to Project Management Services

A guide outlining the project management concept and describing the project manager's role and standard of performance in managing a project from conception through design to construction and commissioning.

CCA 26 – 2016: A Guide to the Construction Management Project Delivery Method

A guide explaining what Construction Management is and the two fundamentally different forms of Construction Management contracts: "for Services" and "for Services and Construction".

CCA 27 – 1997: Guide on Construction Environmental Management Planning

A guide outlining sound environmental practices in the construction industry. It serves to assist contractors in developing an Environmental Management Program.

CCA 28 – 2009: Guide to Improving Cash Flow in the Construction Industry

A guide identifying where cash flow problems generally occur in a construction project and suggesting possible solutions.

CCA 50 – 2003: A Prime Contractor's Guide to Project Financing and Payment Security

A guide offering detailed guidance to prime contractors on understanding their client's financial strength and how they are financing your project. This guide shows how a prime contractor can minimize the risk of non-payment prior to bidding on a project, prior to signing a contract, and during the administration of a contract. A financing risk management checklist is also provided to list questions that a prime contractor should ask during the bidding and contracting stages, and types of security available to minimize the risk of non-payment.

CCA 51 – 2008: Guide to Calling Bids and Awarding Subcontracts

A guide recommending best practices in all aspects of the bid calling and award subcontract process.

CCA 52 – 2008: Joint Venture Guide

A guide that introduces the concept of a joint venture in commercial construction, outlines the potential advantages and risks, identifies keys to a successful joint venture, and provides a checklist of commercial considerations for a joint venture agreement.

CCA 53 – 2016: A Trade Contractor's Guide and Checklist to Construction Contracts

A guide document outlining certain contractual provisions and other issues which can adversely affect the trade contractor's rights and obligations. It includes a checklist for Trade Contractors.

CCA 61 – 2008: Risks of Pre-purchasing Equipment and Materials for Construction Projects

A guide explaining the costs and risks associated with pre-purchasing equipment and materials, which may outweigh any anticipated economic and scheduling advantage.

CCA 81 – 2001: A Best Practices Guide to Solid Waste Reduction

A guide providing an overview of federal, provincial and municipal waste guidelines and the CCA's Waste Management Code of Practice.

CCA 83 – 2004: Environmental Best Practices Guide for Hot Mix Asphalt Plants

A guide providing owners and operators of hot mix asphalt plants with information and guidance related to the management of their plant assets in a more sustainable and environmentally-friendly fashion. The guide contains checklists that owners can use to improve their plant's environmental performance.

CCA 90 – 2007: Guidelines for Electronic Procurement

A guide document offering the value and benefits of electronic procurement. It identifies the key issues and recommended "best practices" for the process.

Guide – 1993: Recommended Guidelines for Provisioning Geotechnical Information in Construction Contracts

A guide jointly developed with the Association of Consulting Engineers of Canada to assist owners, consultants and contractors in overcoming problems associated with geotechnical information provided in construction contracts.

CCA Human Resources Toolkit: A Guide to Leadership in the Construction Industry

Designed to provide employers in the construction industry with practical guidance on human resources related issues, this toolkit includes explanations of key concepts, templates, and case studies. It contains modules on workforce planning, recruitment and selection, workforce engagement and performance, and a prescription for leading in changing times. The purchase of this hardcopy toolkit includes access to download over 50 forms and templates relating to finance and administration, health and safety, conduct and discipline, employment, strategic planning, and promoting careers in construction.



Northwest Territories & Nunavut Construction Association

P.O. Box 2277
4th Floor, NWT Commerce Place
4921 – 49th Street, Yellowknife, NT
X1A 2P7

(867) 873-3949 | info@nnca.ca